## MONTANA FISH, WILDLIFE & PARKS

## INTERN PROGRAM ANNOUNCEMENT

**EMPLOYER:** Montana Fish, Wildlife & Parks

**CONTACT PERSON'S NAME/TITLE:** Jessica Plunkett, Network Services Manager

**ADDRESS:** 4600 Giant Springs Road

**CITY:** Great Falls          **STATE:**          MT          **ZIP:** 59405

**PHONE:** 406-454-5863          **EMAIL ADDRESS:** jplunkett@mt.gov

**DATE OF ANNOUNCEMENT:**          3/16/ 2012

**APPLICATION DEADLINE:**          4/13/2012

**\*\*STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE\*\***

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**POSITION TITLE:** Network Systems Analyst

**# OF POSITIONS:** 1

**LOCATION(S):** Helena

**WORK START/END DATES:**     June 4, 2012- August 10, 2012

**HOURS/WEEK:** 30-40

**TRAINING/ORIENTATION DATES:** June 4 2012

**COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC:**     $16.50 per hour

**POSITION DESCRIPTION:**

Installs, troubleshoots, and maintains the network's central and shared hardware including servers and printers. Installs, troubleshoots, and maintains network software including operating systems, shared applications, utilities, and upgrades. Maintains documentation on network configuration. Monitors network operating system performance and server disk space utilization. Manages network availability of shared resources, including maintenance server history, network availability record and network change log. Develops, documents, and implements network administration procedures and utilities, including backing up data, detecting viruses, and adding and deleting users. Identifies and analyzes network system needs and available options. Plans and schedules network conversions and upgrades. Installs, enhances, maintains, and documents computer network/standalone workstations, Automated Licensing System terminals, printers, and other peripherals, and workstations operating systems. Monitors network peripherals and workstation operating system performance. Installs, upgrades, documents, and supports software applications and systems. Performs hardware and software reviews and evaluations, makes recommendations and coordinates the results with the rest of the Technical Operations Section. Works with the users to resolve end user applications problems and recommends enhancements. Works with vendors

to configure and order new hardware and software. Maintains inventory records and maintenance records for agency hardware and software.


## SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

**Undergraduate computer science majors.  Network Administration focus.**
Ability to multi-task; To communicate effectively, both orally and in writing; Ability to rapidly achieve in-depth understanding of diverse issues and business needs; Ability to determine goals, resource needs and to coordinate and integrate the various components of a complex system; Work independently with little or no direct supervision and only general guidance; Assess complex problems and to exercise sound judgment for analyzing, and appraising, evaluating, and solving difficult problems; Work effectively and efficiently to meet deadlines; Ability to cope with a stressful work environment that consists of complex systems, wide disparity in user abilities and needs, and significant geographical distances between facilities.
Candidates should possess the following knowledge and skills:
• Knowledge of TCP/IP)
• Windows Operating Systems (server/workstation)
• Linux Operating Systems
• PC/Server Hardware (i.e., disk systems, basic components, networking components, etc.)
• Solid knowledge of networking concepts
• Basic understanding of network security and disaster recovery principles
• Advanced knowledge of Microsoft Office Suite and office automation technologies and products
• Basic knowledge of database concepts and theories

## APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Please send cover letter and brief resume' to contact person listed above.